

## CONFIDENTIAL

### CHECKLIST

- ✓ 1. Photos
  - Extra passport photos should be held available in event of their need for visa applications, requirement of local foreign authorities, etc.
- ✓ 2. Physical examinations
  - Personnel should have had an examination within twelve months.
3. Clearance
  - Before departing the United States, staff employees are required to clear with the Office of Security. It may be desirable to clear the entire task force at an early date and eliminate last-minute processing.
4. Pay check
  - Personnel should make arrangements beforehand for the disposition and use of pay checks; i.e., Power of Attorney, joint account, etc.
5. Eye glasses
  - Personnel who must use reading glasses might consider having an extra set made for emergency purposes.
6. Insurance
  - When processing on PCS, personnel are informed by the central processing branch of available insurance programs. In an emergency situation the traveler may overlook this or may not have an opportunity to buy appropriate insurance at an airport. As a precaution personnel might complete application forms beforehand, except for signature.

NOTE: Inquiries have been made of the Office of Medical Services regarding the necessity for employees to have a written record of their blood type. OMS has advised that this is not considered essential since plasma rather than whole blood is universally used in emergencies. In addition, when whole blood is essential, medical doctors will invariably type the person's blood even though there may be an existing record on hand.